

**DEPARTMENT OF
PUBLIC HEALTH AND HUMAN SERVICES**



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To: All TANF Cash Assistance Policy Manual Holders

From: Del Bock, TANF Program Policy Specialist
Public Assistance Bureau, Central Office.

Subject: TANF Cash Assistance Bulletin TB-31

Please place this bulletin at the beginning of the TANF Manual, Section 701-3.

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SECTION: Case Management
Participation Components

SUBJECT: NPI Participation Component Code

EFFECTIVE DATE: Immediate

INTRODUCTION: TANF Reauthorization regulations contained in the Deficit Reduction Act of 2005 outlined changes as to what is an allowable work activity for the TANF work participation rate. Further guidance regarding work activities has been received from ACF which indicates that States are not at liberty to exclude individuals from the work participation rate based on state criteria.

Policy: Montana will continue to allow use of the NPI code and forfeit participation for those individuals in the following rare circumstances:

Eligibility Criteria: In order to allow use of the NPI code on the Employability Plan, the following criteria must be met:

1. The individual must be declared totally incapacitated by a qualified medical professional involved in the treatment of the individual (specifically bed rest or hospitalization);
2. The incapacity must result in the inability to participate in any type of activities excluding medical appointments that are directly tied to the incapacity;

3. The code may not be used on extended benefit cases;
4. The use of the NPI code must be approved by the WoRC Monitor (after review of the qualified medical professional's statement); and
5. The incapacity must be reviewed on a monthly basis.

Request of Code:

WoRC Case Managers are directed to not request the use of the NPI code unless it meets the strict criteria (1-3) above.

Limiting Conditions:

If the WoRC Case Manager receives a statement from a qualified medical professional involved in the treatment of the individual; an HCS 207 "Request for Work Activity Capabilities" form; or an HCS-206 "Request for Mental Health and Cognitive Impairment Information" form which indicates an individual has a limiting condition (either mental or physical) but is able to participate in activities with accommodations for fewer than the required hours, the following steps must be taken:

1. All efforts must be made to provide accommodations for the individual to allow participation to the best of his/her abilities;
2. The individual is required to participate for the number of hours specified by the qualified medical professional;

NOTE: If the individual fails to participate for the number of hours specified, and good cause is not established, a sanction can be recommended.

NOTE: If the participant has participated to the extent they are capable, according to the qualified medical professional, but does not meet the federally required hours, a sanction will not be imposed.

3. The WoRC Monitor must be involved in establishing the Employability Plan for the individual;
4. The Employability Plan must have full hours scheduled to meet minimum hours edits and allow authorization, however the component description should read "Due to accommodation needs, only XXX hours required"; and
5. The Employability Plan must be reviewed on a monthly basis.

UPDATED MANUAL MATERIAL WILL BE DISTRIBUTED AS SOON AS POSSIBLE. UNTIL THAT TIME, USE THIS BULLETIN AS A GUIDE. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR REGIONAL POLICY SPECIALIST OR WORC MONITOR. Thank you.